

PORT SAID INTERNATIONAL SCHOOLS

Security and Crisis Management Plan

September, 2021

Table of Content:

A) Introduction

B) Crisis and Response Plan

- 1- Intruders on School Premises
- 2- Trespass, Nuisance or Disturbance on School Premises
- 3- Kidnapped or Missing Person
- 4- Sexual Assault
- 5- Fire, Explosion or Gas leak
- 6- Hazardous Materials
- 7- Loss of Water and/or Drainage
- 8- Adverse Weather Conditions
- 9- Suicidal Behavior
- 10- Acts of Terrorism
- 11- Death of Student or Staff Member
- 12- Infectious Diseases in School
- 13- Medical Emergency
- 14- Alarm Signaling Types

C) Coping with the Crisis

D) Safety and Security Committee

E) Crisis Response Teams

F) Security Contact Details

A) Introduction

This Policy has been written specifically for Port Said Integrated International School and covers risks and eventualities that may be experienced in our locality.

Aims

The aim of this Policy is to ensure that all staff and administration are equipped with a full and concise working document to deal with any crisis that affects the school, its staff or students. These incidents may range from a flooded classroom; a water leak to the death of a student or member of staff; tragic accident during a school trip or other off-site visit.

All senior members of staff and administration must be clear about their responsibilities and duties at such a time and should be able to use this document to easily identify who should be contacted and how in a number of different scenarios.

It is the responsibility of the School Administration to ensure that the contact lists mentioned in this document are kept up to date and it is the responsibility of all holders of this document to ensure that they keep the personal information that it contains as confidential.

The aim of this plan is to minimize delay in returning to normal thus enabling the school to continue to deliver the service it provides with as little disruption as possible. The first response following a crisis might be to draw a quorum of administration together to decide on immediate courses of action necessary to ensure the safety of staff and students where appropriate and property including buildings and office equipment which might be salvageable.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to a normal state of working may be expedited for the school as a whole.

B) Crisis and Response Plan

Taking the correct course of action in response to incidents or threats involving school staff, students or property may determine whether there is a further incident, whether the school will receive the available support at the right level and in some cases whether justice is served. The proper response will minimize the distraction, allowing the school to get on with its real business. In addition to dealing with individual incidents, the proper response may involve the investment of staff time and resources in recording, analyzing and taking preventative measures against future incidents.

1- Intruders on School Premises

Consultations between staff, administration and parents in the past have indicated that no-one wishes the school to be turned into a fortress. The school has always maintained an "Open Door" Policy for parents and visitors alike but this must be balanced against the likelihood of serious threats to staff and students in schools. These threats may take the form of:

- Theft of equipment and/or personal belongings of either staff or students.
- Vandalism of equipment and/or premises.
- Violent students threatening either fellow students and/or staff.
- Violent parents threatening either students and/or staff.
- Unknown intruder threatening either students and/or staff.

Visitors

All visitors are requested to enter via the school's main entrance and sign the visitors' book after presenting their ID. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit. Any lengthy unplanned visit will be advised personally to all teaching staff by the School Administration.

Visitors should (if at all possible) be escorted to their destination and introduced to the relevant member of staff in that area. All staff should feel confident in issuing a polite challenge to any visitors; "Can I help you?" or "Are you lost?" will cover most situations. If any member of staff or student feels uneasy about the presence or behavior of any visitor they should report their concerns immediately to administration asking the visitor to accompany them to the office. Any serious concerns or threats should follow the procedures below.

Assess the Risk

Try to categorize the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the school and possibly the emergency services should they become involved.

- Walk in opportunist thief.
- Non-custodial parent seeking access to children or seeking to remove children from school.
- Armed intruder.

Challenging the Intruder

- Do not stand too close or invade personal space, this could trigger violent confrontation.
- Avoid an aggressive stance such as finger wagging or folded arms.
- Be polite, Stay calm, speak gently, slowly and clearly.
- Explain your authority to challenge them, if it is questioned.
- Always tell another person when going to speak to possible intruders.
- Avoid arguments.
- Never place your hand on a potentially aggressive intruder.
- Do not turn your back, and if you leave the room, do so backwards.
- Try to leave yourself an escape route which you have planned on entry to the area.
- Be on the lookout for weapons.
- If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help; no-one will think the less of you.

Contacting the Emergency Services

Whilst we have a good working relationship with the educational department security unit or local police, the emergency number should always be used in the following circumstances:

- There is any danger to life.
- Actual or expected threat of violence.
- Threat of damage to property.
- A crime is in progress.
- A further crime may occur.
- There is any other incident which in your judgment requires an immediate response.

Emergency Communication

In order to reach a decision on how to deal with an intruder, you may need to contact another member of staff quickly without the intruder knowing your intention. You may also need a way of getting help, such as contacting School Administration.

During the Event

If there is any question of a risk to students and/or staff, evacuate the school using normal fire evacuation procedures. There may be situations where evacuation would increase the risk. Circumstances will dictate the action to be taken and either the School Administration or individual members of staff will have to take the responsibility of making a judgment as to the right course of action.

Nobody should attempt, or feel that they are expected, to "have a go" if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen it is better to lose such equipment rather than risk a violent incident. Similarly, if there is a risk of assault, an intruder could claim you used unreasonable or unjustified force on them.

Avoid direct confrontation until the police arrive. Where staff or students are not in immediate danger from an intruder, try to keep track of their movements and inform the police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a student you will be required to make an immediate judgment. Consider:

- Will the victim be in greater danger or lesser danger if the intruder is confronted?
- Is it possible to speak to and reason with the intruder?
- Is the intruder known to you and the student?
- Do you have any knowledge of the victim or intruder that may assist your judgment?

It is not reasonable to suggest that administration or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of action which you believe presents the least risk to the child and school staff, and get help as soon as possible.

After the Event

Any violent incident that takes place in the school must be reported. An Incident Report of an accident, violent incident, disease or ill-health at work must always be completed and the original sent to the School Administration.

It is possible that staff or students may be traumatized by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the school community come to terms with the incident.

2- Trespass, Nuisance or Disturbance on School Premises

Trespass is a criminal offence, the School Administration may order any unwelcome or unauthorized visitors off the school premises. It is a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation.

Police Involvement

The School Administration can ask unauthorized persons to leave, but only a Police Officer can remove a person from the school premises provided they have reasonable cause to suspect that the person is committing or has committed an offence.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person will not comply with an instruction to leave the premises, or if in the view of the authorized person an instruction or confrontation might inflame the situation and put them or others at risk then police assistance should be required.

Problems not requiring an immediate police response should be dealt with by contacting the local police station. If there is prior knowledge of the likelihood of trouble, the police should be contacted in advance. **If there is any question of immediate risk to staff, students or others or damage to property, an emergency call should be made. An Incident Report should be completed.**

Less Serious Cases

In less serious cases of nuisance or disturbance (e.g. visitors shouting, accessing staff only areas, visitors persistently smoking on school premises... etc.); the following steps should be taken by the authorized members of staff:

- a) Ask the person to refrain from committing an offence and/or ask them to leave the premises. Ask them for their name and address.

- B) In cases of persistent offences or if the offender takes no notice of a warning given as above, inform the offender that he/she may be prosecuted; contact security and inform them of the actions and location of the offender. Security will deal with the situation from this point.

It is emphasized that if at any stage of this process an authorized person believes that they or others may be at risk; they should withdraw and ask for help.

Record Keeping & Warning Letters

The School Administration should ensure that a detailed record is kept of any incidents. In more serious cases or with persistent offenders, the Security Team should be informed. The School Administration will follow up the report with a letter to the offender to the effect that consideration will be given to legal proceedings. In extreme cases, Legal Services may institute a prosecution on behalf of the school.

It is understood that the school may have difficulty in the heat of the moment in deciding whether an incident is likely to have serious consequences, presenting danger to people or a threat to property.

Offensive Weapons

It is an offence to carry an article with a blade or point, or an offensive weapon, on school premises. Conviction can result in imprisonment.

Keeping Staff Safe

Violence or the threat of violence towards school staff is still comparatively rare. Nonetheless, it is advisable to consider the circumstances in which violence or threat might occur and the precautions which can be taken to minimize risk.

Be Aware of Your Own Behavior

Violent confrontation may occur as a result of inappropriate behavior by school staff. Whilst there is no excuse for violence, all staff should ensure that their own behavior is assertive but controlled and reasonable.

Be Prepared

Staff may know in advance that a meeting is likely to be difficult and that certain parents are prone to over-react, or that they will strongly disagree with a school action or decision. If staff thinks these circumstances may apply, seek the advice of administration and ensure that a colleague is present throughout any such meeting.

Drink, Drugs & Stress

If it is apparent that someone you are meeting has been drinking, or if there is a suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance then do so. People suffering from stress or over-tiredness may also be more prone to commit acts of violence.

Be Aware of Your Surroundings

Ensure you are aware of the following:

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?
- Always position yourself between the person you are meeting and the door.
- Do not turn your back, and if leaving the room, do so backwards.
- If possible, remain behind a barrier such as a desk.
- Avoid potentially dangerous locations such as the tops of stairs, restricted spaces and areas where there is equipment which could be used as a weapon.
- Is there another member of staff within earshot?

Try to Remain Calm

In a confrontational situation, try to gently persuade the aggressor to back down or compromise and:

- Keep calm, speaking gently, slowly and clearly.
- Do not show aggression in response to aggression.
- Do not argue.
- Do not invade personal space by standing too close.
- Avoid wagging your finger or folding your arms.
- Never place your hand on an aggressive person.
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help.

Staff Working Alone

If a member of staff is working outside school hours at the school or is working alone they should:

- Consider whether it is really necessary to work alone.
- Ensure that the building is secure and that no other person can enter without their knowledge.
- Notify someone of their whereabouts and agree with them a system of checking on their safety at regular intervals.
- Consider how they would get help and who they would contact.
- Consider the use of personal alarms and mobile telephones.

Fight or Flight?

If the options in a violent situation are to fight or move away, move away. Exceptions might be where there is a direct threat to a student or students, or the violence is offered by a student who may injure themselves. Although each situation will be unique and will require unique judgment, staff should discuss possible reactions to such situations.

Assaults on School Staff

Staff should bear in mind the following key points:

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are also included. Intimidating behavior can also include malicious damage to property, rude gestures and innuendo.
- All violent incidents, including threat and abuse from whatever source (e.g. intruders, parents, other employees, students, etc) must be recorded and reported to administration.

- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behavior. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress.
- Report any violent incident to administration as soon as possible however minor it might seem.
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to remove the assailant from the scene or move the assaulted person to a safe place.
- The designated personnel should interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival.
- If an employee is injured they should obtain a medical statement about their injuries.
- Any serious assault should normally be reported to the police, but administration should be mindful of the wishes of the employee.

3- Kidnapped or Missing Person

If it is suspected that a non-custodial parent, or other person without parental consent, has removed a student from school premises, or during an activity in the community, or if a student is reported as missing, use the following to guide the response:

- Search the facility and grounds for student.
- Review the student records to determine whether there is a history of custody issues.
- Contact Police and Security Unit of the Educational Department.
- Be prepared to provide information about the description of the student.
- School Administrator shall contact the parent or legal guardian and inform them of the situation.

4- Sexual Assault

A sexual assault creates an extreme physical and emotional situation. If an assault of this nature occurs, it is vitally important to protect the victim's privacy and rights. If an assault occurs on site or at a school activity, use the following guidelines:

- Secure the area immediately and, if possible, move the victim to a secure and private area.
- Assign a staff member of the same gender to stay with victim, provide support, but do not interview.
- Immediately Contact Police and Security Unit of the Educational Department.
- Be prepared to provide information about the description of the assailant.
- Assign staff to meet police and emergency medical personnel, designate an entrance that ensures the privacy of the victim.
- School Administrator shall contact the parent or legal guardian and inform them of the situation.

5- Fire, Explosion or Gas leak

- In the event of fire, explosion or gas leak, staff should move all students to the assembly point at the back of the school in the playground.
- Teachers in the class at the time of the alarm should stay with the class they are with after leading them to the assembly point.
- All staff should attempt to take a mobile telephone with them, but only if it is safe and quick to locate.
- The School Administration is responsible for collecting all registers; visitors' book and student contact file on evacuating the building but only if safe to do so. The office is a risk area for fire because of the amount of electrical equipment held. On no account should any staff member enter this area unless it is safe to do so.

- Appointed teachers and floor coordinators are responsible for checking toilets on their way out of the building.
- The last member of staff out of an area is responsible for closing any fire doors.
- Registers should be checked by individual teachers and visitors' book should be checked and any missing students or adults reported to the School Administration immediately. On no account should anyone go back into the building.
- If necessary the emergency services should be contacted by mobile telephone.
- If necessary administration will advise staff members to make contact with students' parents to arrange collection. A full contact list is held in the contacts file which should be taken out with registers.
- Contact should be made with the Educational Directorate after emergency services have been contacted.
- Staff should make every effort to contact parents as soon as possible to ensure the safe delivery of students to their homes. If parents cannot be contacted immediately, students must remain with the school staff.
- Only administration should deal with the media.
- School Administration should make the necessary arrangements as soon as possible to post notices on school entrances and exits.
- School website and Facebook page should be used, if possible, to relay current information. Remember to update such information as it changes.

6- Hazardous Materials

There are products you may use daily, which are considered hazardous materials. Even tools and equipment may contain a hazardous material. Use the following to guide the response:

- Contact Emergency Service.
- Isolate the area and do not allow anyone to walk through that area.
- May require evacuation of that section of school.

- Do not attempt cleaning the spill and never use a vacuum.
- Ensure spill does not make it to drain/sewer.
- Do not handle the material.
- Get immediate medical attention for anyone who ingest hazardous material.

7- Loss of Water and/or Drainage

The loss of water to school premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both students and staff.

- All senior staff must be aware of, and have access to, the mains water cut-off tap.
- The Maintenance Supervisor should firstly try to establish the reason for lack of water or drainage, e.g. check for burst water pipes, overflowing drains.
- If a major water leak is established, or blocked drains are found, the water board should be contacted immediately by the Maintenance Supervisor, minor leaks and blocks can be repaired by the school plumber.
- The School Administration is responsible for making any necessary decision about vacating the school premises and whether that action is necessary.

8- Adverse Weather Conditions

The Position of Staff

In adverse weather conditions (Flood, Earthquake, Thunder storm.....etc), staff is expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is wholly or partly closed to students, staff is expected to report to work and undertake appropriate preparation or other duties as directed by the School Administration. Staff unable to reach their own school, should contact a school more readily accessible to see whether their attendance would be of benefit.

In-School Measures

Parents should be advised to keep a check on the school website and Facebook page during emergency conditions in case closures or changes to normal school arrangements are made.

Use the following to guide the response:

- Check immediately at the onset of the emergency that the telephone is in working order and check it repeatedly, ensure availability of mobile telephone, if necessary.
- If the school buildings become unsafe it is the School Administration's responsibility to decide if the school needs to be evacuated.
- Staff should be effectively deployed in school to deal with the emergency, duties would typically include:
 - Moving children to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with.
 - School Administration to make a check of the school to ascertain all staff and students are clear of dangerous area.
 - Cut off electricity/gas/water, if necessary, by the Maintenance supervisor or School Administration.
 - Keep all staff up to date on the developing situation. Re-assure the children.
 - When situation allows, check the affected area (only if safe to do so). Spare Staff to salvage belongings.
 - Keep the Educational Directorate informed.
 - When parents collect their children, ensure safe collection of children by "signing them out" before taking them home.

- When all the children have been taken home hold a short staff meeting to assess the situation and plan for the next day.
- A letter to parents should be sent home as soon as possible to give them the latest information.

9- Suicidal Behavior

Troubled students often give warning signs, if they are considering suicide. Every situation is different, and the response often requires professional judgment. The complexity of suicidal behavior warrants consultation with appropriate personnel. Whenever possible, suicidal behavior should be treated as a medical concern rather than a legal concern. Due to the potentially tragic outcome of student actions, Use the following to guide the response:

- Staff members should familiarize themselves with the general warning signs of suicidal behavior. Following is a list of the most common warning signs:
 - Suicide threats.
 - Previous suicide attempts.
 - Statements revealing a desire to die.
 - Sudden changes in behavior such as withdrawal, apathy, moodiness, anger.
 - Depression, which may manifest itself in crying, sleeplessness, loss of appetite, and statements about hopelessness and worthlessness.
 - A preoccupation with and asking questions about death.
 - Trouble concentrating and making decisions.
 - Loss of interest in appearance.
 - Taking unnecessary risks.
 - Acquiring a weapon.
 - Failing to take prescribed medications or follow required diets.
 - Making final arrangements, such as giving away personal possessions.
 - Sudden appearance of happiness and calmness after a period of some of the characteristics listed above.

- All threats or warning signs must be reported immediately to the social worker.
- Concerns must also be reported immediately to School Administration.
- School Administration should immediately notify parents of the concern/threat and recommend the parents have the student evaluated by an appropriate medical or mental health professional.
- School Administration should document the parental notification in writing. Documentation should include the name of person notifying, the date and time of notice, and the name of parent. If multiple attempts to notify the parents are required, each attempt should be documented.
- School Administration should notify those teachers and other staff members with a need to know so they are aware of the issue and can observe the student for behaviors of concern. Those behaviors should be reported immediately to the Social Worker working with the student.

10- Acts of Terrorism

Acts of terrorism include threats, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based), and the use of traditional, chemical and biological weapons. Use the following to guide the response:

- Be aware of your surroundings.
- Report to School Administrator, if you feel uncomfortable or if something does not seem right.
- Be aware of unusual behavior. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to School Administrator or security personnel.

- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Know where Emergency Kit are located in your building.
- staff should be effectively deployed in school to deal with the emergency, duties would typically include:
 - Moving children to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with.
 - School Administration to make a check of the school to ascertain all staff and students are clear of dangerous area.
 - Keep all staff up to date on the developing situation. Re-assure the children.
 - Keep the Educational Directorate informed.
 - When parents collect their children, ensure safe collection of children by “signing them out” before taking them home.
 - When all the children have been taken home hold a short staff meeting to assess the situation and plan for the next day.
 - When situation allows, check the affected area (only if safe to do so). Spare Staff to salvage belongings.
 - A letter to parents should be sent home as soon as possible to give them the latest information.

11- Death of Student or Staff Member

- The Educational Directorate, via the school administration should be informed of the incident as soon as possible.
- It is the responsibility of the Police to advise the parents, or next of kin of the staff member, of the tragedy.
- Administration should ensure that all staff members and the Board of Trustees are made aware as quickly as possible of the situation.
- All staff and the Board of Trustees should be asked to respect the need for all communications with local community, parents, media... etc, to only be done through the school administration.
- Administration should make arrangements to close the school, if necessary (although as far as possible, normal practice should continue).
- The School Administration should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

Tragedy during a School Trip

- The Educational Directorate, via the school administration, should be informed of the incident as soon as possible.
- The leader of the trip should ensure that the School Administration is informed of the tragedy and the School Administration will then make the necessary arrangements to inform the Educational Directorate and other parents.
- The School Administration should, if at all possible, travel to join the trip participants. It may be necessary to take other members of staff depending on the number of students on the trip to support both staff members and students.

- The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with administration at all times.
- The School Administration with assistance from bus service Supervisor should make arrangements to return the children from the trip as soon as possible.
- The Police will advise the relevant parents, or next of kin of staff member, of the tragedy. Once this has happened the police will give authority for the school to inform others.
- The School Administration should ensure that all staff members and the Board of Trustees are made aware as quickly as possible of the situation.
- All staff and the Board of Trustees should be asked to respect the need for all communications with local community, parents, media...etc., to only be done through the school administration.
- The School Administration should make arrangements to close the school, if necessary (although as far as possible, normal practice should continue) and ensure that the Educational Directorate is notified.
- The School Administration should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

12- Infectious Diseases in School

Cases of infectious disease may occur from time to time in the school. Their importance depends on several factors:

- The severity of the disease.
- The number of children affected.
- The mode of Transmission.
- The amount of fear they generate.
- Whether any specific action is necessary to stop further cases (e.g. immunization, improving food-handling practices ...etc.).

How do we know there might be an outbreak?

There are several ways in which the school may come aware that it has a case of infectious disease.

- Children may be ill.
- There may be a sudden increase in the number of absentees.
- Parents may advise School Doctor, School Nurse or School Administration that their children are suffering from an infectious disease.
- The Local Health Directorate may contact the school.

What should Administration do?

If a member of staff thinks there may be a case, he or she should refer the case to the School Doctor Immediately. The Doctor will make an assessment and inform administration.

If there is an outbreak (i.e. 3 or more cases of the same illness), the School Administration should contact the Educational Directorate and the Health Directorate. Both Directorates will advise the school on the course of action to be followed.

Other Actions

For certain infectious diseases (e.g. some cases of meningitis) it might be necessary for letters to be sent home with all children in a class or the school. Arrangements for this will be made through the School Administration.

Cleaning in Outbreaks

Providing there are proper cleaning schedules in place, additional routine cleaning is will be implemented in outbreaks. The school will be disinfected at the end of the school day until further notice.

Infectious diseases are common among children and often present ideal situations for disease to spread. Many diseases are so trivial that excluding a child from education cannot be justified. For some other infections, the organisms that cause disease are commonly found among apparently healthy people and this will influence the advice on whether it is appropriate to exclude children.

Exclusions from School

There are some general rules about excluding from school:-

- Children who are not well should not be at school even if they are not infectious.
- Children with diarrhea should not be in school unless the diarrhea is known to be due a non-infectious disease (coeliac disease). This rule also applies to staff.
- Some children may have other illnesses which affect their immunity. The parents of these children should be warned, if there are known to be cases of infectious diseases in the school, especially if children are off school with chickenpox, shingles or measles.

13- Medical Emergency

Illnesses and injuries may be the most common of all school incidents. The following information may be used as a guide for responding to such emergencies.

Teacher/Staff Responsibilities:

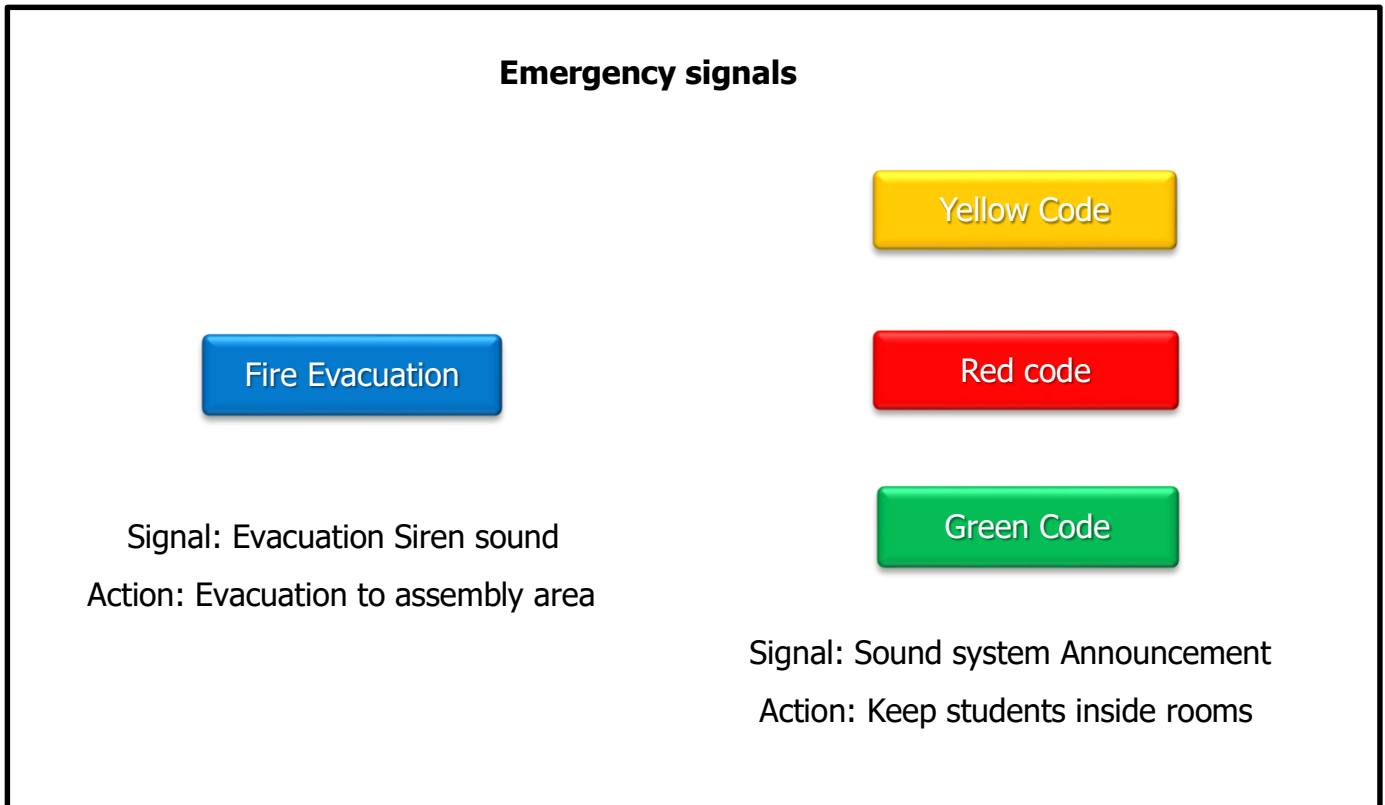
- Evaluate the accident / injury / illness scene.
- Direct any unaffected persons to a safer and secure area.
- Notify School Doctor, Nurse and School Administration.
- Assess severity of injury or illness, render first aid.
- Contact emergency ambulance service to transfer the student or staff member to nearest hospital, if required.
- Maintain classroom control and class roster information.
- If the medical emergency involves a staff member, School Administration should assign someone to take control of the staff member's classroom.
- Students' Parents should be contacted and informed about the situation.
- Incident report should be prepared and filed.

Minor Medical Problems:

- Move the student to School Clinic and assess situation.
- School Doctor or Nurse should administer first aid.
- Students' Parent should be contacted and informed about the situation.
- Incident report should be prepared and filed.

14- Alarm Signaling Types

PIS utilizes the following codes to notify the school of emergency conditions. Standardized codes will ensure prompt, consistent notification regarding hazardous conditions. A copy of these codes is to be made available to all employees, including substitutes.



Signal: Evacuation Siren sound

- Students exit classroom and WALK orderly in one line on the right. Students do not take any belongings with them. (Check that all students are out and close the door)
- Take with you the absence log to the assembly point to check the names.
- Students evacuate the building by designated routes to the assembly area.
- Hang the door hanger sign indicating the number of students you evacuated.
- Teachers in Staff Rooms in each floor will be helping the classes of this floor.



- During PE sessions, Teachers stop activity, organize class(es) into silent and orderly lines and accompany class(es) to assembly area.
- Further actions to check the students' numbers will be taken by Coordinators, School Deputy, School Director, and then School Chairperson.
- All School personnel, parents and guests visiting the school are to participate in all fire drills.

Reporting routine

- Teachers should report to Floor Coordinators the numbers of evacuated students.
- Floor Coordinators should make sure that floors are evacuated. (double check classes and toilets)
- Floor Coordinators should report to the building supervisor that their floors are evacuated and If there are any missing students.(Check list of evacuated numbers)
- Head of departments after taking students to the assembly area should check teachers in their departments are all in assembly area and report that to the building supervisor. (School Director or School Deputy)
- Building supervisor should report evacuation details to School Chairperson. (Check list)

Emergency Teams and escalation of danger

- **Search and Rescue Team** will be responsible for searching for missing students or staff. (Includes school Doctor)
- **Fire Fighting Team** will be responsible for fighting minor fire incidents as reported.
- **Psychological Support Team** will be responsible for supporting chocked students or staff. (Includes school teachers, coordinators and social worker)
- **Special Needs Support Team** will be responsible for supporting students or staff with special needs.
- School will call Fire Brigade in case fire is out of control.
- Complete Evacuation of school decision will be made in accordance with situation.

Emergency Code signals



Yellow Code

Signal: Sound system Announcement (Yellow Code)

Action: Keep students inside rooms

Indicates a situation of moderate potential danger. Please do the following procedures:

- Close all entrance doors and windows.
- Keep students in their rooms.
- Continues normal activity. (Indoor activities only)
- Await further information.



Red code

Signal: Sound system Announcement (Red Code)

Action: Keep students inside rooms

Indicates a situation of imminent danger such as an individual with a weapon, a hostage situation, suspected kidnapping, or an intruder. Please do the following procedures:

- Lock all entrance doors and windows.
- Turn the lights off.
- Place the students in a position of greatest safety (examples: least visible area/interior wall, lying on the floor, remain quiet).
- Await further information.



Green Code

Signal: Sound system Announcement (Green Code)

Indicates all clear. RESUME NORMAL ACTIVITIES.

C) Coping With Crisis in School

Reactions of Students

The effect upon a school community of a tragedy, whether through violent, accidental or natural causes, will inevitably be severe and long lasting. The most immediately affected survivors will only be able to return to normal school life with a considerable degree of support and understanding on the part of other members of the school.

The reactions of students involved in a crisis will vary. Staff can help students by looking out for signs of nervousness, anxiety or depression, difficulties with concentration, memory or sleeping and anti-social behavior. Some survivors of tragedies suffer from severe feelings of guilt that they have been spared, when their friends have died.

Those most likely to be seriously affected are those whose lives were put at greatest risk, who witness injury and death and who suffer other disadvantages (unstable family relationships etc.). It is not always possible to tell whether or how much children are suffering. Staff, parents and other students can all help by keeping a watchful eye.

The emotional, social and academic effects of a tragedy can be very long term. Minor and seemingly unconnected occurrences can trigger off emotional reactions.

It is important to encourage students to express their feelings in an environment where they feel it is safe to do so. Children should be praised for recognizing problems they may be experiencing and allowed to talk about or relive the experience – perhaps through mime, dance or other art forms.

Students whose appearance has changed as a result of injuries will need to be prepared for their return to school and the likely reactions of fellow students. They may need home visits from teachers or the ability to attend part time for a while.

Reactions & Roles of School Staff

The most important role of school staff after a tragedy is to observe and listen to the children. They need to be sensitive that students respond in different ways and to beware of the danger of adding to the burden of children through inappropriate behavior on their part.

The School Administration should be aware of the difficulties that staff is likely to face and that they themselves have had to come to terms with the trauma. The School Administration should monitor work pressures and look for any signs that staff is becoming overwhelmed with the distress of the students and themselves. Staff may need their own support group.

Dealing with the Media

The experience of schools generally has shown the relationship with the media is not always positive. The press can be invasive to the point of rudeness and constantly looking for “an angle”. This can sometimes take the form of attempts to attribute blame for the tragedy to parents, the school and other public agencies involved.

The School Administration should be prepared about what to say to the media. The school administration should meet to agree this before anyone talks to the media. It is never appropriate to allow the media onto the school premises or to give them access to staff or students.

Reactions of Parents

There are obvious limits to the amount of support and assistance that school can offer to parents but it is important that staff should be aware of parents' likely reactions. Evidence suggests that many are unwilling or unable to deal with the trauma faced by surviving children and they may resist their attempts to articulate their feelings and experiences; this will in itself place an additional burden upon school staff.

Parents whose children have died will find themselves cut off from many of their usual social contacts/routines and communications networks and may welcome informal contacts from school staff and other parents.

Rebuilding

Allowing the whole community ample opportunity to try to make sense of what has happened, to express and share emotional reactions and to say farewell in an appropriate manner can all form important steps in the rebuilding process. Expressions of sympathy, visiting of the injured and attendance at funerals should not be discouraged. Special assemblies, memorial services, open days or debriefings can be therapeutic, positive events for survivors and friends.

D) Safety and Security Committee

The purpose of Safety and security committee is to assure that our school provide the safest possible learning environment. Safety and Security Committee focus areas include planning and implementation of school safety planning efforts, training of school safety professionals, and integrating mental health and security measures.

School safety planning process address the five safety preparedness areas of prevention, mitigation, protection, response and recovery. It must be understood that it is not possible to prevent every threat or hazard from occurring.

The Committee is comprised of School Administration and volunteers of staff members. The Committee meets regularly to consider the ongoing, routine issues that impact school safety. The responsibilities of this committee include, but not limited to the following:

- Create School Security and Crisis Management Plan.
- Allocation of Crisis Response Teams
- Allocation of possible training and orientation of various stakeholder groups about school safety and security
- Coordination with Education Department and Safety and Security Department regarding security measures and evaluation.
- Allocation of resources and support systems to ensure safety measure are met.
- Raise all stakeholder awareness about the importance of safety and security measures.
- Allocation of periodical Safety and Security reviews of the school premises.

E) Crisis Response Teams

Crisis Response Teams are highly effective organizational units for dealing with a variety of crisis. The crisis teams consist of immediately accessible core groups who have the knowledge and skills to act in any emergency, implement and adapt appropriate action from the crisis management plan to address potential hazards and the specific circumstances of the crisis. Crisis Response Teams types are as follows:

Search and Rescue Team

- This team is responsible for searching for missing students or staff.
- School Doctor is a member in such team to accommodate any required first aid or CPR activities.
- In case of Fire Alarm, this team should head to the assembly to act according to immediate situation.

Fire Fighting Team

- This team is responsible for fighting minor fire incidents as reported.
- In case of Fire Alarm, this team should head to the assembly to act according to immediate situation.
- They should use nearest firefighting equipment to the incident area.

Psychological Support Team

- This team is responsible for supporting shocked students or staff.
- This team includes school teachers, coordinators and social worker.

Special Needs Support Team

- This team is responsible for supporting students or staff with special needs.
- The number of member in such team depend on the number of special needs cases as there should be 2 team members allocated for each special needs case.
- This team should be from administrative staff that are not committed to classes or duties related to student.
- All new cases due to arm or leg broken of students or staff should be reported to allocate team members for such cases.
- All team members should include males only due to the duties allocated to them.

Closing Remarks

In support of the school objective to offer high-quality education to students in a supportive, engaging and safe environment, PIS has created this plan to prevent, mitigate, respond to and recover from any emergency and disaster situations.

The purpose of this plan is to assist school personnel to recognize and respond appropriately to crisis and emergency situations in an effort to maximize the safety and welfare of all students, visitors and staff. It cannot be overemphasized that these are general guidelines and that staff, students and visitors should be confident in their skills to make life preserving decisions. As is well documented, emergency situations often occur without notice, the principles of emergency management contained in this plan provide a framework for this decision making.

F) Security Contact Details

Safety and Security Committee Contact List

Ser	Name	Occupation	Contact No.
1	Ms.Ghada Attia	Chairperson	01200028668
2	Mr.Usama El-Bletagy	American School Director	01272411877
3	Ms.Noha Ekram	Language School Principal	01276226663
4	Ms.Mervat Farrag	KG Headmistress	01224060982
5	Ms.Sahar Metwalli	American School Deputy	01001255410
6	Ms.Malaka Saleh	Language School Deputy	01277499123
7	Ms.Laila El-Ghawabi	Language School Deputy	01283830807
8	Mr.Hassan El-Sheikh	Language School Deputy	01224531543
9	Mr.Abdelhalim Mohamed	Financial Manager	01275141039
10	Mr.Moamen Osman	IT Manager	01223431212
11	Mr.Mohamed Talaat	PE, HOD	01281374471
12	Mr.Islam Awad	French Teacher	01207501914
13	Mr.Haytham Khalil	IT Teacher	01006700980
14	Mr.Ahmed El-Saeed	Social Studies Teacher	01090530498
15	Dr.Eman Taha	School Doctor	01001042661
16	Ms.Elham Mohamed	Chairperson's Secretary	01272411855
17	Mr.Ali Abdel Reheem	Security, Transportation and Housekeeping Supervisor	01203906070
18	Mr.Ehab El-Banna	Maintenance and School Theater Supervisor	01204400668
19	Mr.Ahmed Galal	Social Worker	01020539171
20	Mr.Mohamed Samir	IT Specialist	01279818333
21	Mr.Ahmed Mashaal	PE Teacher	01223819592
22	Mr.Sherif Emam	English Teacher	01272411881
23	Mr.Ibrahim Ahmed	English Teacher	01008033996
24	Mr.Youssef Ezz Eldin	Vocational skills Teacher	01226049431
25	Mr.Basem Fadly	Lab Assistant	01025136967
26	Ms.Wafaa Gomaa	Lab Assistant	01096262356

Educational Department Emergency Unit Contact Numbers

Ser	Department Name	Contact No.
1	Port Said Educational Emergency Department Unit	066-3741851
2	Port Said Educational Emergency Unit Manager	01289808390
3	Ministry of Education Emergency hotline	19151

Official Security Services Hotline numbers:

Ser	Service Name	Hotline
1	Police Department	122
2	Fire Department	180
3	Ambulance and Medical Service	123
4	Gas Emergency Service	129
5	Electricity Emergency Service	121
6	Traffic Department	128